

CITY OF BROCKTON LICENSE COMMISSION

*City Hall, 45 School Street
Brockton, Massachusetts 02301
Tel: (508) 580-7805 Fax: (508) 941-0204*

INSTRUCTIONS APPLICATION FOR LODGING HOUSE LICENSE

1. Zoning Board approval (New Location)
2. Lodging House application
3. Taxes on Property paid (Information will be verified with Tax Collector)
4. Proof of Identification
5. Corporation - Certified copy of Articles of Organization. In addition, if applicable, a business certificate must be filed once license is approved.
6. If individual or partnership, a business certificate must be filed once license is approved.
7. Tax attestation (City of Brockton and Department of Revenue)
8. If license is being transferred, a letter from present individual licensee or vote of corporation authorizing such transfer.
10. \$25 Filing Fee which must be in the form of a check made payable to the City of Brockton
11. Worker's Compensation Insurance Affidavit
12. Location must be inspected and approved prior to issuance of license. Applicant is responsible for obtaining inspection forms at License Commission office and contacting departments to make arrangements for inspections.

**Building Dept. 580-7150
Fire Prevention 583-2933**

**Board of Health 580-7175
Insp. Of Wires 580-7146**

12. \$50 fee in form of check made payable to the City of Brockton upon issuance of license.

***** APPLICATIONS MUST BE RECEIVED AT LEAST TEN (10) BUSINESS DAYS PRIOR TO MEETING**

***** NO APPLICATION WILL BE PROCESSED UNLESS ITEMS 1 THROUGH 10 ARE SUBMITTED**